



JOB OPENING

Assistant Neighborhood Coordinator Office of Neighborhoods

This is a non-Civil Service position.

ENTRY SALARY RANGE: \$45,044 - \$56,478/annually.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with City of Knoxville Rules and Regulations.

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov/jobs. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at Suite 569, City County Building, 400 Main St., Knoxville, TN 37902.

The following documents MUST be submitted online by **4:30 p.m. on Tuesday, April 10, 2018:**

- Completed City of Knoxville Online Application
- Detailed resume (Please upload and attach to your online application)
- References (Please upload and attach to your online application)
- Writing sample (Limit of 2 pages)(Please upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline or call Civil Service at 865-215-2106.

Applications received after the stated deadline will not be considered.

JOB DESCRIPTION

- Represent the City of Knoxville and the Office of Neighborhoods in a wide variety of public meetings, neighborhood meetings and other settings.
- Implement and administer the Neighborhood Small Grants Program, including oversight of projects that receive city funding.
- Attend daytime, evening and some weekend neighborhood meetings. Follow up on action items.
- Work with various city departments to respond to and assist citizens and neighborhood groups that inquire about city services and other issues.
- Provide staff support for and participate in leadership training classes, the Neighborhood Advisory Council, the Neighborhood Traffic Safety Program, and similar programs and meetings.
- Play a significant role in the communications functions of the Office of Neighborhoods, including preparation of articles for the weekly newsletter and maintenance of the website and Facebook page.
- Provide consultation and other capacity-building support to neighborhood groups.
- Assist in the development and refinement of policies and programs that support neighborhood organizations and promote neighborhood development and revitalization.
- Work with other city staff and neighborhood representatives in a team environment to plan and execute the annual Neighborhood Conference and Networking & Awards Luncheon.
- Supervise interns and volunteers on specific tasks.
- Perform related duties as assigned.

Minimum Qualifications Required for This Position

Education: A Bachelor's Degree from an accredited college or university.

Major work in community organizing, community development, public administration, communications, sociology or a related field is a plus. A Master's Degree in a relevant field is highly desirable.

Work Experience: Five years of employment.

Experience in fields requiring delivery of socially oriented, community-based programs or related activities is a plus.

Experience in problem solving, conflict resolution and leadership training is a plus.

Experience as a volunteer officer, board member, or active member of a resident-led, resident-controlled neighborhood association is a plus.

Driver's License: Valid Tennessee Driver's License with a good driving record.

Other Skills

- Proficient in MS Office Suite (Word, Excel, PowerPoint) and able to learn Access and Publisher quickly.
- Proficient in research (including web-based research).
- Familiar with social media and how to use them effectively.
- Familiarity with ArcGIS is a plus.
- Fluency in Spanish is a plus.

Skills Needed for This Position

People Skills

Must enjoy working with many different kinds of people and personality types. Position requires "active listening" skills, patience, a sense of humor, sensitivity to the concerns and points of view of others, genuine interest in others, honesty, a willingness to compromise, and the ability to support and motivate others.

Communication Skills

- Able to communicate effectively via email, telephone and face-to-face meetings to build relationships and interact appropriately with citizens, neighborhood leaders, city staff and others.
- Able to compose emails, memos, reports and other documents in a clear, concise style and to edit for syntax, grammar and spelling.
- Able to enunciate clearly, speak in public about neighborhood-related topics, and field questions about the details of a program, project or city policy.

Other Necessary Skills & Attributes

- Able to follow instructions and complete assigned tasks.
- Able to organize time, paperwork, email, and computer files.
- Able to multi-task effectively.
- Willing to study and master new subject matter.
- Once thoroughly familiar with the task at hand, able to take the initiative to figure out what needs to be done and do it.
- Motivated to function at a professional level.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

Drug testing may be required.